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— **INDUSTRY CANADA** —
SMALL BUSINESS INTERNSHIP PROGRAM

ULTIMATE RECIPIENT GUIDE
A GUIDE TO SUBMITTING A PROJECT APPLICATION



2010-2011

PROGRAM DESCRIPTION

The Small Business Internship Program is a Government of Canada program that is administered by the Department of Industry. The program provides financial support to Canadian small and medium-sized businesses to employ a student-intern who can assist them in increasing the usage of e-commerce strategies to improve their productivity and competitiveness in the marketplace. SBIP is also part of the Youth Employment Strategy (YES) initiative. As such, SBIP contributes to the common goals of YES in aiding in the employability of youth and helping post-secondary students to fund their education. SBIP offers support to both the small business sector — by financially supporting their competitiveness in a technology and knowledge-intensive economy — and to students — by providing them with career development opportunities.

The objectives of SBIP are:

- to support SMEs in their efforts to adopt e-commerce practices in their business process, become more productive and competitive, and create a positive environment for the growth of small business, thereby making a positive impact on the global economy;
- to develop opportunities for youth in internships with small and medium-sized enterprises that foster their long term employability and career development; and
- to help youth fund their post-secondary education.

ACRONYMS AND DEFINITIONS

SBIP – Small Business Internship Program

SMEs – Canadian small and medium-size enterprises/businesses with less than 500 employees

INITIAL RECIPIENTS – non-profit organizations responsible for the administration of SBIP and for seeking and selecting e-commerce projects from SME applicants. Organizations to whom SME submit their project application.

ULTIMATE RECIPIENTS – small and medium-size businesses (SMEs) responsible for submitting internship project proposals and recruiting students to help them with their e-business projects

STUDENT-INTERNS – post-secondary students aged 30 or under and committed to pursuing their studies upon completion of their internship with an SME

INTERNSHIP PROJECT PROPOSAL – application that is submitted by an SME to an initial recipient describing the proposed e-business project

INTERNSHIP – a full-time employment opportunity (totalling 420 hours) for a student-intern working on an approved e-business project

ELIGIBILITY REQUIREMENTS

Eligible ultimate recipients are:

- Canadian small and medium-sized enterprises with less than 500 employees;
- Registered corporations and sole proprietorships.

Note on legal status: You must provide legal proof of the status of your business. If you cannot provide legal proof of your status, you are not eligible for participation in the SBIP.

Eligible internship projects will include:

- an e-commerce component;
- a plan for developing or improving e-business tools to increase overall business competitiveness.

Note on ineligible projects: Internship projects that are purely technical in nature (website development, data entry, database maintenance, web coding, etc.) and those aimed at supporting educational activities, conferences, workshops, training programs, etc. are not eligible. For examples of e-commerce tools: http://www.ic.gc.ca/eic/site/sbip-pspe.nsf/eng/h_00018.html

Successful ultimate recipients will also demonstrate the following assets:

- have a company website that is active
- have an appetite for marketing their products and services using online tools
- have a desire to utilize new tools to improve their internet-marketing (such as website analytic tools, Social Media, etc.)

ROLES AND RESPONSIBILITIES OF SMES

- Hiring a student interns, negotiating their salary, paying their wages and other mandatory employment-related costs as per provincial/territorial legislation;
- ensuring that consent from student-interns are obtained for participation in the evaluation or assessment of the program;
- agreeing to work with students in developing and executing an e-commerce project;
- providing supervision and career mentoring for students;
- participating in mid-year and final program surveys; and
- committing to a full-time period of employment totaling 420 hours.

ROLES AND RESPONSIBILITIES OF STUDENT-INTERNS

SMEs must hire a student-intern who meets the following criteria. All student-interns must sign a waiver confirming their eligibility before being hired by the SME.

- aged 30 or under;
- eligible to work in Canada (have a Social Insurance Number);
- studying in a post-secondary institution and returning to their studies upon completion of internship;
- commit to a full-time employment period totalling 420 hours;
- demonstrate commitment to achieving e-commerce project goals;
- advance the use of information and communication technologies in the SME;
- consent to participate in an assessment of the program; and
- compete for the student-internship.

INTERNSHIP DURATION

All approved SMEs will hire a student-intern on a full-time basis, for a total of 420 hours. SMEs may extend the duration of the internship according to their needs, but funding will only be provided for the first 420 hours of the internship. Remuneration for subsequent hours worked is the sole responsibility of each SME. All internships may start no earlier than April 1 of any given year, and must be completed by March 31 of any given year.

FUNDING

Upon evaluation of all applications received by the prescribed deadline, Initial Recipients will enter into a contractual agreement with each SME whose proposed internship project has been approved.

Once the internship project has started and/or up to completion, the SME can claim eligible costs for student wages and mandatory salary related costs to the Initial Recipient, who then claims the amount, with supporting documents, through its contribution agreement with Industry Canada.

Your firm will receive financial support towards the employment of post-secondary students who will work on e-business projects. The Government of Canada will reimburse 75% of the eligible wages and related expenses such as statutory employee benefits, up to a total of \$10,000. Your firm is responsible for paying 25% of student intern's salary and mandatory employment benefits and for covering other

expenses such as fringe benefits and overhead costs. Support will be available for twelve weeks.

PREPARING YOUR APPLICATION

Once you have determined that you meet the eligibility requirements and read and understood the goals of the project and your responsibilities, you may begin the application process. All SMEs wishing to submit an application for participation in the SBIP must send their completed application and all supporting documents to the Initial Recipient that is operating in the closest geographical area. For a complete list of approved Initial Recipients for the year 2010-2011, please consult www.ic.gc.ca/sbip (where to apply).

All applications must be complete to be considered. Applications consist of two components:

I. Application form

- the Ultimate Recipient Application Form can be found at www.ic.gc.ca/eic/site/sbip-pspe.nsf/eng/h_00001.html
- sufficient detail should be provided for each question, using separate sheets of paper when space provided is inadequate

II. Supporting documents

- legal documents that confirm the legal status of the business applying (incorporation document, business registration, etc.)
- a budget forecast for the current fiscal year

SUBMITTING YOUR APPLICATION

Applications to the Small Business Internship Program for the year 2010-2011 must be received by Initial Recipients by **December 20, 2010**. The application submitted must be a signed, original copy. Late or incomplete applications may not be assessed.

All applicants will receive a confirmation acknowledging the receipt of their documents within a reasonable delay following their submission.